

PLAN OF SERVICE AND BUDGET REQUEST FOR JULY 2007 THROUGH JUNE 2008

(Please submit this plan to the Montana State Library by 5 p.m. on June 1, 2007)

NAME OF FEDERATION:

LISTING OF Area Libraries who participate in Federation events and have expressed commitment to federation membership via written or spoken contract and/or memo of understanding:

LONG RANGE GOAL OF FEDERATION AREA:

Summarize the goals of the federation. For each goal give a statement of need, why is the goal important to the federation?

GOAL 1:

GOAL 2:

GOAL 3:

GOAL 4:

ADMINISTRATIVE COSTS:

Several administrative functions are centralized at the State Library, but Federation members may want to authorize a stipend (of not more than \$1,000) to the federation coordinator or designated person who is willing to work with the State Library and Federation membership to plan meeting agendas, set up meetings, and do the appropriate plan of service and annual report preparation and filing.

REVENUE SUMMARY:

	Budgeted
CST Revenue	
General Fund	N/A
TOTAL Revenue	

BUDGET SUMMARY:

EXPENDITURE	CST	STATE GENERAL FUND
Administration Costs		N/A
Program one:		N/A
Program two:		N/A
Program three:		N/A
Program four:		N/A
TOTAL EXPENDITURES		N/A

PROGRAM SUMMARY:

Program Name and Number:

PROGRAM NARRATIVE

- Identify which goal this program supports
- Describe how the program will be carried out. Include personnel, materials, program activities and travel.

PROGRAM EVALUATION:

- Explain how will you judge that the program is successful.

Program budget detail

Total Program Budget:

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Program Name and Number:

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PROGRAM EVALUATION:

- Explain how will you judge that the program is successful.

Program budget detail:

Total Program Budget:

Member Library	Amount of Grant to member library	Program(s) funded for member library

This plan of service was approved by the membership on _____.

Required Signatures:

Federation Coordinator:

_____ Date _____

Federation Advisory Board Chairperson:

_____ Date _____

Chairperson, Board of Trustees,
Federation Coordinator's Library

_____ Date _____